



BOARD OF SUPERVISORS MEETING
MONDAY, APRIL 20, 2020
6:30 PM

[Susan M. Adams](#), County Administrator

153A Morton Lane, Appomattox, VA 24522
www.AppomattoxCountyVA.gov

BOARD OF SUPERVISORS

Call to Order
Pledge of Allegiance
Invocation -Mr. Hinkle
Setting of Agenda

ACTION ITEMS

1. [20-1557](#) **Emergency Ordinance to Effectuate Temporary Changes in Certain Deadlines & to Modify Public Meetings/Public Hearings Associated with Pandemic Disaster**

Attached for your review and consideration is an Emergency Ordinance to effectuate temporary changes in certain deadlines and to modify public meetings and public hearing practices and procedures to address continuity of operations associated with pandemic disaster.

Staff Recommendation: Consider the adoption of the Emergency Ordinance associated with the pandemic disaster. The County Attorney is prepared to address questions and/or concerns of the Board.

Department: Board of Supervisors, Administration
Documents: [Sharp Scanner 20200417 155006.pdf](#)
2. [20-1556](#) **Appomattox County High School State Championship Signs**

Attached for your review is a letter from Dr. Annette Bennett, School Superintendent informing the Board that the State Championship signs were installed on 3/19/2020. The total cost of the signs was \$5,479.14. The County committed to share the costs with the Town, which would be \$2,739.57 for each entity.

Staff Recommendation: Reimburse the Appomattox County Public School \$2,739.57 for the cost of the State Championship signs.

Department: Board of Supervisors, Administration
Documents: [Sharp Scanner 20200417 154923.pdf](#)
3. [20-1560](#) **Request from Electoral Board**

Mr. Chuck Haney appeared before the Board at the February meeting requesting the Board's consideration to appropriate additional funds to hire a replacement for Ms. Sabrina Smith, Registrar. Ms. Smith is retiring on June 30, 2020 and the State Board of Elections reimburses her salary. The Electoral Board is requesting additional local funds to pay a new hire during the months of May and June for training purposes. An exchange of emails between the County Administrator and Ms. Turner concerning the additional funding was

forwarded to the Board whereas Ms. Turner confirmed that the State would not be reimbursing the additional funds to train the new hire.

Staff Recommendation: Consider the request received from the Electoral Board to fund an additional position at the Registrar's office for the months of May and June 2020. An additional \$16,283 of additional funds is requested to pay the new hire and to pay out leave benefits for Ms. Smith. (Salary: $\$49,256/12 \times 2 = \8209 . Benefits (VRS, Life, Health, Disability, Unemployment = \$3074 and \$5,000 for leave payout for Ms. Smith)

Department: Board of Supervisors, Administration

4. [20-1558](#)

CASA of Central Virginia Funding Request

Attached for your review and consideration is a letter from Ms. Allison Stronza, Executive Director of CASA of Central Virginia requesting FY 2021 budget funds in the amount of \$6,000.00. The request was received after the FY 2021 budget agency deadline.

Department: Board of Supervisors, Administration

Documents: [Sharp Scanner 20200417 154948.pdf](#)

5. [20-1548](#)

Commissioner of the Revenue Refund Request

At the March 16, 2020 Board meeting, the refund request for Nicole Bryant in the amount of \$62.23 was not approved because the Board requested additional information concerning the 2019 personal property tax refund.

Verification was received by Mrs. Henderson, Commissioner of the Revenue as follows: Nicole Bryant lived in N.C. when she purchased the vehicle. She did not move to Virginia until March, 2019. Since she did not live in Appomattox County on January 1, 2019 and we are a non-prorating locality, therefore, taxes would be paid in N.C. Often taxpayers will pay things and then realize that they shouldn't have paid them. This was verified through DMV that the move in date was in fact March, 2019.

STAFF RECOMMENDATION: Consider the Commissioner of Revenue's request to refund \$62.23 to Nicole Bryant.

Department: Board of Supervisors, Administration

6. [20-1559](#)

Commissioner of Revenue Refund Request

Mrs. Sara Henderson, Commissioner of the Revenue is requesting the following to be reimbursed in the amount of **\$4,655.57** from line item **1209-5803**.

1) Refund Paradise Lake, Inc. **\$4,655.57** for 2019 Transient Occupancy tax. An amended return was sent in correcting the gross receipts. The Transient Occupancy tax is filed for the prior calendar year (January 1, 2019 thru December 31, 2019) by March 31, 2020.

Department: Board of Supervisors, Administration
Documents: [Sharp Scanner 20200417 155232.pdf](#)

7. [20-1562](#)

FY 2021 Tax Levies

Staff communicated the most recent information received from the Commissioner of Revenue concerning the reassessment values. An email dated April 1, 2020 was sent to Board members concerning the new assessment values. This formula was used to determine an equalized rate:

Formula for determining Reassessment Increase (per Ms. Henderson):

$\$1,441,867,119 - \$1,384,557,000 = \$57,310,119$

$\$57,310,119 / \$1,384,557,000 = 4.14\% \text{ overall increase}$

$\$8,999,620.50 \times 101\% = \$9,089,616.71 \text{ (Equalized amt)}$

Current RE tax is \$.65/100

Equalized Rate: \$.63/100 $\$1,441,867,119$

$\times .63 = \$9,083,762.85$

Staff Recommendation: Consider adoption of the attached FY2021 Resolution setting the tax levy rates. The Resolution includes reducing the current RE rate of \$.65/100 to the equalized rate of \$.63/100.

Department: Board of Supervisors, Administration
Documents: [Sharp Scanner 20200417 155026.pdf](#)

8. [20-1563](#)

"Revised" FY2021 Budget Calendar

Attached for your review is a revised FY 21 Budget Calendar. Please review and if approved by the Board, staff will advertise.

Department: Board of Supervisors, Administration
Documents: [Sharp Scanner 20200417 155243.pdf](#)

9. [20-1561](#)

Authority to Defer Local Tax Payments

Please see the attached information concerning the "Authority to Defer Local Tax Payments" from the Local Government Attorneys of Virginia, Inc.

Staff Recommendation: Review the attached information. If the Board wishes to discuss further action or had has questions concerning the process, the County Attorney is available to address the next steps. Staff has attached Code language for the Board's consideration.

Department: Board of Supervisors, Administration
Documents: [Sharp Scanner 20200417 155152.pdf](#)

CITIZEN PUBLIC COMMENT PERIOD

This time is provided by the Board to allow citizens the opportunity to address the Board on issues of importance to the citizen. No individual citizen shall be permitted to address the Board for more than three (3) minutes.

COMMITTEE APPOINTMENTS

10. [20-1555](#) **Central Virginia Workforce Area Council**

Appoint a representative to serve on the Central Virginia Workforce Area Council to replace Mr. Bryan Moody's vacated position. The local representative is the Chief Elected Official, or Board Chair. If the Board Chair opts to not serve in the capacity representing the locality, he may appoint an elected member as the alternate. No official vote by the Board is required unless the Board Chair wishes to appoint an alternate to serve as the Appomattox County representative. Also, attached for your review is brief overview of the Council..

Staff Recommendation: Appoint a BOS member to serve on the CVWAC to replace the vacated position. The Chief Elected Officials (CEO) can serve on the Council according to the term of the elected office. Typically the CEO council meets 2-3 times annually to approve Workforce Board Members, Budgets and local workforce plans.

Department: Board of Supervisors, Administration
Documents: [Sharp Scanner 20200417 155119.pdf](#)

CONSENT AGENDA

The Consent Agenda includes approval of all Bills, Minutes, Supplemental Appropriations, Line Item Transfers, and Fund Transfers. Any item on the Consent Agenda shall be removed from the Consent Agenda at the request of any Board member prior to the vote on the Consent Agenda. Items removed from the Consent Agenda shall be considered by the Board individually in order in which they were removed from the Consent Agenda immediately following consideration of the Consent Agenda.

11. [20-1547](#) **Invoices Submitted For Payment**

Please review the attached invoices and approve for payment:

April 6, 2020	\$66,103.35
April 17, 2020 - CSA	\$177,129.98
April 20, 2020	\$243,454.98
TOTAL:	\$486,688.31

Staff Recommendation: Please review and consider approval of the attached invoices for payment.

Department: Board of Supervisors, Administration

Documents: [Sharp Scanner 20200417 155102.pdf](#)

12. [20-1554](#)

Minutes

Please review the following DRAFT minutes for approval:

February 25, 2020 Board of Supervisors Joint Meeting with School Board and Work Session

March 9, 2020 Board of Supervisors Work Session

Department: Board of Supervisors, Administration

Documents: [Sharp Scanner 20200417 155206.pdf](#), [Sharp Scanner 20200417 155220.pdf](#)

13. [20-1553](#)

General Properties

Please transfer by consent **\$231.80** from the Courthouse Maintenance Fund and supplement to the following:

4302-3004 Repairs/Maintenance **\$231.80**

RE: Repairs to the camera in cell #2 and cell #8 of the Courthouse holding cells.

Staff Recommendation: No new local funds are required.

Department: Board of Supervisors, Administration

14. [20-1549](#)

Commissioner of the Revenue

Please supplement by consent and appropriate the following:

1209-5803 Refunds **\$4,655.57**

RE: Tax refund issued by the Commissioner of the Revenue.

Staff Recommendation: No new local funds are required.

Department: Board of Supervisors, Administration

15. [20-1550](#)

Refund for Exterminating Services

Please supplement by consent and appropriate the following:

4302-3012 Exterminating Services **\$837.40**

RE: Reimbursement received from Dodson Exterminating Services for prepaid services. The County issued a Request for Bids for Exterminating Services and awarded the contract to the lowest bidder, effective April 1, 2020.

STAFF RECOMMENDATION: No new local funds are required.

Department: Board of Supervisors, Administration

16. [20-1541](#)

Office of Building & Housing

-
- Please supplement by consent and appropriate the following:
- | | | |
|-----------|---------------------------|-----------------|
| 3401-6001 | Levy Building Permit Fees | \$191.47 |
|-----------|---------------------------|-----------------|
- RE: Building permit levy fees collected.
- Staff Recommendation: No new local funds are required.**
- Department: Board of Supervisors, Administration
17. [20-1540](#) **County Administrator**
- Please supplement by consent and appropriate the following:
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|-----------|------------------|-----------------|
| 1201-2005 | Health Insurance | \$617.00 |
|-----------|------------------|-----------------|
- RE: Reimbursement from Anthem for employee's health insurance.
- Staff Recommendation: No new local funds are required.**
- Department: Board of Supervisors, Administration
18. [20-1538](#) **J. Robert Jamerson Memorial Library**
- Please supplement by consent and appropriate the following:
- | | | |
|---------------|-----------------|-------------------|
| 7301-5411 | Books | \$74.00 |
| 7301-5401 | Office Supplies | \$544.25 |
| 7301-5415 | Summer Reading | \$1,066.25 |
| TOTAL: | | \$1,684.50 |
- Staff Recommendation: No new local funds are required.**
- Department: Board of Supervisors, Administration
19. [20-1545](#) **Sheriff's Department**
- Please supplement by consent and appropriate the following:
- | | | |
|-----------|---------------------------------|-------------------|
| 3102-1002 | Overtime | \$1,792.78 |
| 3102-5407 | Repairs/Maintenance Supply | \$30.00 |
| 3102-5408 | Vehicle Equip/Gasoline Supplies | \$330.00 |
- RE: Reimbursement from the Appomattox County School Board for deputy to perform security (\$1,792.78); Reimbursement from Dodson Pest Control for services paid in advance that are no longer needed (\$30.00); Reimbursement for vehicle storage fees (\$330.00).
- Staff Recommendation: No new local funds are required.**
- Department: Board of Supervisors, Administration
20. [20-1551](#) **Clerk of the Circuit Court**
- Please supplement by consent and appropriate the following:
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|-----------|-----------------|-------------------|
| 2106-3010 | Data Processing | \$7,760.00 |
|-----------|-----------------|-------------------|
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RE: Reimbursement from State Technology Trust Funds for Virginia Records Management, Case Imaging System Maintenance ,Technical Services, and online hosting services purchased through the Supreme Court of Virginia.

Staff Recommendation: No new local funds are required.

21. [20-1544](#) Department: Board of Supervisors, Administration
D.A.R.E.

Please supplement by consent and appropriate the following:

3106-5401 Office Supplies **\$2,500.00**

RE: Funds received from Walmart for Public Safety Evening and Shop with a Cop.

Staff Recommendation: No new local funds required.

22. [20-1542](#) Department: Board of Supervisors, Administration
Parks & Recreation

Please supplement by consent and appropriate the following:

7102-5803 Refunds **\$262.50**

RE: Community Center rental refunds.

Staff Recommendation: No new local funds are required. Reimbursement to Community Center for March 21st and April 5th.

23. [20-1539](#) Department: Board of Supervisors, Administration
Fire Program Funding

Please supplement by consent and appropriate the following:

3201-5609 Fire Program Funds - Appomattox **\$1,176.50**

3201-5610 Fire Program Funds - Pamplin **\$1,176.50**

TOTAL: \$2,353.00

RE: Fire Program funds received.

Staff Recommendation: No new local funds are required. The FY20 budget reflected a total amount of \$45,072 of funds to be distributed to the AVFD and the PVFD and a total of \$47,425 was received.

24. [20-1552](#) Department: Board of Supervisors, Administration
Circuit Court - Law Library

Please supplement by consent and appropriate the following:

2101-5804 Law Library **\$417.31**

RE: Purchase of law books by the Circuit Court Clerk for the Law Library.

Staff Recommendation: Transfer requested funds from the Law Library to the General Fund and supplement by consent \$417.31 to 2101-5804.

Department: Board of Supervisors, Administration

25. [20-1543](#)

Department of Social Services

Please supplement by consent and appropriate the following:

5301-2002	VRS	\$11,954.67
5301-2006	Group Life	\$916.92
5301-2002	ICMA-RC	\$1,392.25
TOTAL:		\$14,263.84

RE: Reimbursement for March, 2020 payroll deductions.

Staff Recommendation: No new local funds are required.

Department: Board of Supervisors, Administration

ITEMS REMOVED FROM CONSENT

ATTORNEY'S REPORT

ADMINISTRATOR'S REPORT

REPORTS AND INFORMATIONAL ITEMS

26. [20-1546](#)

School - March, 2020 Financial Report

Attached for your review is the March, 2020 month-end financial report from Dr. Bennett, Division Superintendent and Bruce McMillian, Director of Finance.

Department: Board of Supervisors, Administration

Documents: [Sharp Scanner 20200417 155303.pdf](#)

SUPERVISOR CONCERNS

This time is for individual Board members to share information with other members of the Board and the public. Items presented under this heading requiring action will be for a future meeting agenda or to request additional information from staff members. No item presented under this heading shall be acted upon at this meeting without the unanimous consensus of the Board.

UPCOMING MEETINGS

Monday, May 18 @ 6:30 PM

Regular Scheduled Meeting

Board of Supervisors Meeting Room

171 Price Lane, Appomattox, Virginia

ADJOURNMENT